



Townsend Council Meeting Minutes October 5, 2016

7:30 pm – Council Meeting

- I. Call to Order: 7:33 pm
- II. Opening Ceremonies
 - a. Roll Call: Mayor Rudy Sutton, CM John Ness, CW Lorraine Gorman, CW Cindy Cook, TA Fred Townsend, TE Owen Hyne, TC Cathy Beaver
 - b. Pledge of Allegiance: Pledge was said
 - c. Recognition of Visitors: Lt. Hudak, Regina Albert and Sandy Sturgis
 - d. Announcements: Town Hall will be closed Monday, 10/10/16 for Columbus Day.
- III. Additions/Deletions to Published Agenda: no changes
- IV. Council Minutes
 - a. Approval of June 1, 2016 Council minutes
 - CM Ness motioned, CW Gorman seconded with unanimous vote to approve as written.
- V. Mayors Report
 - a. Set hours for Mischief night on Sunday, October 30, 2016
 - CM Ness motioned, CW Gorman seconded with unanimous vote to approve the 10:00 pm curfew per Ordinance.
 - b. Set Halloween hours for Monday, October 31, 2016
 - Mayor Sutton stated that typically trick or treating hours are 6:00 pm – 9:00 pm with a 10:00 pm curfew.
 - After a short discussion Council chose not to have a start time for trick or treating as parents with very young children bring them around early so they are back home by dark.
 - CM Ness motioned, CW Gorman seconded with unanimous vote to have an open time to start trick or treating with an end time of 9:00 pm. Curfew is 10:00 pm.
 - c. Fair
 - Mayor Sutton thanked CW Gorman for a great job on the fair this year. Attendance was up 50%, people came early and stayed the whole time and all ran very smoothly. The vendors all said they love coming to our fair.
 - d. Discussion/vote on hiring SSD for Town Hall IT
 - Mayor Sutton said we have had a hit and miss IT service in place that isn't meeting our needs. We ran an ad and received two bids back. One proposal was far above our budget. SSD's proposal is \$500.00 per month with 24/7 coverage. The contract is for a year but with 60 day notice we can get out of the contract.
 - CM Ness motioned, CW Gorman seconded with unanimous vote to hire SSD Technology Partners to supply our IT support at Town Hall with the option to get out of the one year contract with a 60 day notice.
 - CM Ness added it is very important we have a company like SSD to protect the Town and keep the systems running.
 - CW Cook asked that all employees have access to the IT people. She also asked that the 2 computers in the offices upstairs be hooked up.
- VI. Reports
 - a. State Police: Lt. Hudak:
 - Congratulated Mayor Sutton on his election to Mayor.
 - Nothing special to discuss. If anyone has any issues please call me or CM Ness and he will contact me.
 - We are patrolling Townsend more than before on our time and will continue to do so.
 - Our undercover officers are keeping a close eye on the drug activity in Townsend. It is a huge concern to the state police.

- Ms. Albert and Ms. Sturgis asked about the ice cream trucks. They are rented trucks from Cone Head and when they turn on South and Commerce Street they play Christmas music to signify they have drugs for sale.
 - CW Cook said parents are very concerned about the clown(s) and Halloween is around the corner.
 - Lt. Hudak said from what he has seen across the country and in Delaware, there have been no incidents with the clowns, they just like to scare people. No criminal activity has been associated with the clowns.
 - Please have your children use flashlights or glow sticks on Halloween night and go in groups.
- b. Representative Jeff Spiegelman: not here
- c. Town Attorney Fred Townsend III:
- The Planning Commission meeting went very well and many great questions were asked. Very good sign, commend Council on the appointments.
 - CW Cook asked who was appointed chairman of the Planning Commission and was told: Rick Anibal was nominated chairman, Troy Geiger is vice-chairman and Regina Albert is the secretary.
 - TA Townsend said the planning commission is under the laws of FOIA just as Council is and all should be assigned a Town email address.
 - Council all agreed to this and Mayor Sutton added he will have TM Green get all 5 members an access card to the Town Hall.
 - Ms. Albert said the commission will meeting every other Wednesday between council meetings while there is work to be done.
 - TA Townsend added that public hearings will have to also be posted if it involves a zoning change and the meeting will have to be posted 15 days prior to the meeting. He said the commission will make recommendations to Council which should be added to Council meeting agenda's. It was agreed that Ms. Albert will attend Council meetings also to discuss planning commission issues.
 - Mayor Sutton told Ms. Albert that Council doesn't expect the planning commission to make very quick decisions; Council expects them to do their research and suggest what they think is best for the Town.
 - At the last meeting I suggested we schedule an executive meeting to discuss litigation. Would like to add an executive session prior to the mid-month meeting on 10/19/16 starting at 6:30 pm.
- d. Town Engineer Owen Hyne:
- Town Hall landscaping was essentially completed for the parade and fair. Still have a punch list to complete but looking really good.
 - Prior to meeting tonight, calculated where Suppi was in contract before they left and will give to TA Townsend for the numbers by the end of the week.
 - Smith Liquors project was approved at the last meeting.
- e. Town Manager Dawson Green:
- Mayor Sutton said TM Green couldn't be here this evening but he left a report as follows:
 - Received an electrical estimate from Southern View Services in the amount of \$3,600.00 to verify all photo cells on the utility poles are working properly.
 - Received an estimate from Bailey's to purchase and install the landscaping tree along Main Street in the amount of \$975.00 (\$330.0 for the tree and \$635.00 for labor). Cost wise it makes more sense for the Town to purchase the tree from Moon Nurseries @ \$395.00 and plant ourselves. Getting the tree on Tuesday.
 - Followed up with Dollar General concerning the overall outside appearance of the store. The manager assured it will be taken care of moving forward.
 - B&W will be starting on the Finley Street "pad" (e.g. – Konox Boxes) project next week.
 - Expecting an estimate for the part time IT consultant position by the end of the week.
 - Lifehouse Church would like to be on next month's planning commission agenda.
 - CW Cook said a tree is growing out of the drain on Main Street and Rt. 71. Mayor Sutton stated he will have TM Green have it removed.

VII. Committee Reports

- a. Public Works: Chair – Mayor Rudy Sutton
 - At the last league dinner I was asked if our Town has an emergency plan in place in case of a natural disaster. Talked to TM Green who said he doesn't believe we have a plan in place.
 - TA Townsend said we do have a plan in place but Council has to take classes per state requirements.
- b. Land Use & Development: Co-Chairs – CM Jermaine Hatton & CW Lorraine Gorman – nothing to report.
- c. Community Relations: Chairs – CW Cindy Cook
 - Asked TM Green to have Main Street weeded again.
 - Bought some new Christmas decorations.
 - Was contacted to see if there is a large enough building in Town to hold a defensive driving course. Am going to contact the Fire Department and the Methodist Church.
 - Our facebook page has really grown. It is very time consuming but many people really like our page. Very grateful for CW Gorman's help with posting news on the page.
 - Warriors helping warriors is asking for volunteers on Friday, Saturday and Monday this week from 9:00 am – 4:00 pm to help do many things on their building and grounds.
- d. Public Safety: Chair – CM John Ness
 - The DE State police helicopter, equestrian unit and fingerprinting were all at the fair. Will try to get them committed to coming again next year.
- e. Parks & Recreation: Chair – CW Lorraine Gorman
 - Fair Report
 - I. About 1500 people attended, everything went smoother than ever.
 - II. Austin & Bednash let us use tons of barrels which we used to block roads and line up the paring area in the park.
 - III. Food vendors already signing up for next year, they all sold out.
 - IV. Volunteers were wonderful; Sheryl Rojas, Bernadine McCants and her 10 foster children are a few.
 - V. Our judges were all local: Marshall from Mountaire Farms, Barbara from DE Homes and 2 women from Jamie's Auto.
 - VI. Had wonderful sponsors who were instrumental in us being able to purchase nicer - and more trophies this year.
 - VII. Volunteer of the Year is Pastor Ron Smith from Mission Church. He comes to all our events to help and the last two years has donated the funds to pay for all the bounce houses at the fair. He also has the volunteers to run them.

II. Citizens Comments & Participation

- a. Elsie Jackson asked if she could attend the planning commission meeting when Lifehouse Church attends and was told yes, all the meetings are open to the public.
- b. Ms. Jackson also asked about the car transport parked on Rt. 71 in front of the development.
- c. CM Ness said there is another one that parks on Wiggins Mill Road. He doesn't believe they are supposed to park in these places. He asked for the plate number on the carrier on Rt. 71 and will get the one from Wiggins Mill Road and call the police.
- d. Ms. Albert said she hasn't noticed any no parking signs installed on the west side of Town yet and was told the signs are ordered.

III. Motion to Recess for Executive Session: 9:00 pm - CM Ness motioned, CW Gorman seconded with unanimous vote.

IV. Motion to Convene Executive Session:

- a. In accordance to 29 Del. C. §10004 (b) (9) the Town Council will be meeting in executive session to discuss personnel matters.

XI. Motion to close Executive Session & Re-Convene Mid-Month Meeting:

VIII. Adjournment: